

To: Jones, Gail-R[Jones.Gail-R@epa.gov]
From: Mallory, Brenda
Sent: Thur 2/28/2013 8:03:14 PM
Subject: FW: MEMORANDUM: Guidance on Reducing Spending on Management Support Services Contracts
[001.4679.Final Response.pdf](#)
[001.4679.Attachment 1.pdf](#)
[001.4679.Attachment 2.pdf](#)
[001.4679.Attachment 3.pdf](#)
[FY10 FPDS MSSC.xlsx](#)
[FY12 FPDS MSSC.xlsx](#)
[FY13 FPDS MSSC.xlsx](#)

Pls print

From: Beale, Jennifer
Sent: Thursday, February 28, 2013 3:01 PM
To: JRO; OARM-OAM-DIRECTOR_OFFICE; OARM-OAM-DIVISION-DIRECTORS; OARM-OAM-RAMS; SROs-HQ; SROs-HQ Contacts; SROs-Rgnl; SROs-Rgnl Contacts; Bashista, John; Maass, Lisa
Cc: Hooks, Craig; Gelb, Nanci
Subject: FW: MEMORANDUM: Guidance on Reducing Spending on Management Support Services Contracts

Good Afternoon -

Per the emails below, attached is the baseline FY10 report and an updated FY12 report identifying the total obligations by RPIO for contracts coded as Management Support Services Contracts. In addition, a report is also attached identifying the total obligations by RPIO for FY13 awards coded as Management Support Services Contracts. The updated reports include information as of February 27, 2013.

Please contact me if you have any questions regarding the reports.

Thanks,
Jenny Beale
Office of Acquisition Management
U.S. Environmental Protection Agency/OARM/OAM
Phone: 202-564-8549
beale.jennifer@epa.gov

----- Forwarded by Jennifer Beale/DC/USEPA US on 12/14/2012 12:45 PM -----

From: John Bashista/DC/USEPA/US
To: OARM-OAM-DIVISION-DIRECTORS, OARM-OAM-DIRECTOR_OFFICE, OARM-OAM-RAMS, SROs-HQ, SROs-HQ Contacts, SROs-Rgnl, SROs-Rgnl Contacts, JRO
Cc: Jennifer Beale/DC/USEPA/US@EPA, Craig Hooks/DC/USEPA/US@EPA, Nanci Gelb/DC/USEPA/US@EPA
Date: 09/27/2012 01:20 PM
Subject: Fw: MEMORANDUM: Guidance on Reducing Spending on Management Support Services Contracts

All.

This message is a follow-up to my message on 9/18/2012, same subject. Attached are reports that identify the total obligations by RPIO for FY's 10 and 12 for contracts which fall within the universe of the subject initiative. The FY10 report identifies baseline data, and the FY12 report provides information on obligations as of September 19, 2012. With only 3 shopping days left, we are obviously at the close of this FY. The most recent tracking reports on Agency aggregate obligations demonstrate that the Agency will meet this FY's 15% reduction target from the Agency's FY10 baseline. However, offices should refer to the attached in assessing any significant funding actions that may remain in process.

As referenced in Craig Hook's and Barbara Bennet's memorandum, the Agency must achieve an additional 5% reduction in obligations under the targeted Product and Service Codes next FY. As such, this information should be helpful to you/your staff in managing the subject effort as we move into FY13. In addition, specific contract-level data is included to assist offices in tracking the awards in the targeted Product Service Codes.

The Federal Procurement Data System and the OAM Data Mart systems have been used to develop the attached reports. We intend to provide updates of this reports to you on a quarterly basis during FY13. Since a manual process is required to update the report, OAM advocates that offices use the FY12 report to track and manage obligations between now and the next update. We intend to provide the next update November 30, 2012, with subsequent updates provided by February 28, 2013, May 31, 2013, and August 30, 2013, so that your office can continue to manage contract obligations through the next FY.

Please direct any questions regarding the reports to Jenny Beale of my staff at beale.jennifer@epa.gov or by phone at 202-564-8549.

Regards,

John R. Bashista, Director
Office of Acquisition Management
Office of Administration and Resources
Management

----- Forwarded by John Bashista/DC/USEPA/US on 09/27/2012 10:23 AM -----

From: John Bashista/DC/USEPA/US
To: OARM-OAM-DIVISION-DIRECTORS, OARM-OAM-DIRECTOR_OFFICE, OARM-OAM-RAMS, SROs-HQ, SROs-HQ Contacts, SROs-Rgnl, SROs-Rgnl Contacts
Cc: Craig Hooks/DC/USEPA/US@EPA, Nanci Gelb/DC/USEPA/US@EPA, John Showman/DC/USEPA/US@EPA, Steven Blankenship/DC/USEPA/US@EPA, Denise Clarke/DC/USEPA/US@EPA, Jennifer Beale/DC/USEPA/US@EPA, Douglas Baptist/DC/USEPA/US@EPA
Date: 09/18/2012 10:30 AM
Subject: Fw: MEMORANDUM: Guidance on Reducing Spending on Management Support Services Contracts

In reference to the subject memorandum, please note that OAM is developing the following information/supplemental guidance:

1. We are assessing the level of data that we can pull from the Federal Procurement Data System (which is being used by OMB to track Agency progress), and the OAM Data Mart system, which pulls data from FPDS, to develop and provide periodic and standardized reports to assist EPA offices in managing this initiative.
2. Regarding item no. 3 on page 2 of the memo, we will be issuing formal policy guidance and instruction to ensure appropriate justification and approval for any changes to contract PSC coding to ensure that such changes are valid and appropriate. That guidance will require that any changes to a contract PSC be approved by me.

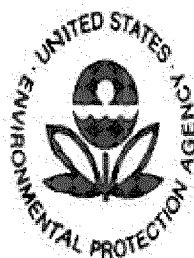
We are targeting providing this information by the end of this week.

Regards,

John R. Bashista, Director
Office of Acquisition Management
Office of Administration and Resources
Management

----- Forwarded by John Bashista/DC USEPA/US on 09/18/2012 10:18 AM -----

From: Craig Hooks/DC/USEPA/US
To: Barbara Bennett/DC/USEPA/US@EPA, Assistant Administrators, Arthur Elkins/OIG/USEPA/US@EPA, Diane Thompson/DC/USEPA/US@EPA, Associate Administrators, Regional Administrators, Scott Fulton/DC/USEPA/US@EPA
Cc: DAA, DRA, DAA, John Reeder/DC/USEPA/US@EPA, SROs-HQ Contacts, ARA, John Bashista/DC/USEPA/US@EPA, David Bloom/DC/USEPA/US@EPA
Date: 09/10/2012 11:52 AM
Subject: MEMORANDUM: Guidance on Reducing Spending on Management Support Services Contracts
Sent by: Kimberly Wheeler



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

SEP - 7 2012

MEMORANDUM

SUBJECT: Guidance on Reducing Spending on Management Support Services Contracts

FROM: Barbara J. Bennett
Chief Financial Officer

Craig E. Hooks, Assistant Administrator
Office of Administration and Resources Management

TO: General Counsel
Assistant Administrators
Inspector General
Chief of Staff
Associate Administrators
Regional Administrators

As part of the Administration's *Campaign to Cut Waste* initiative, the Office of Management Budget issued a memorandum on November 7, 2011 titled "Reduced Contract Spending for Management Support Services (attachment 1)." The memo directed agencies to reduce management support services contract spending in FY 2012 by 15 percent from their FY 2010 funding level.

(See attached file: 001.4679.Final Response.pdf)(See attached file: 001.4679.Attachment 1.pdf)(See attached file: 001.4679.Attachment 2.pdf)(See attached file: 001.4679.Attachment 3.pdf)